

Commercial Plan Review Requirements

1. Submit digital plans in pdf, including building construction plans, with Electrical, Plumbing and HVAC plans, and site plans for new construction and additions including traffic, drainage, sewer, and landscaping. Plans must be legible and dimensioned.
2. Submit the current Final Plat of the property.
3. A Flood Zone Determination (\$15 fee) is required for new construction and substantial improvement projects. Provide Surveyor contact information with permit application. The Floodplain Management Office will complete the form and forward to your surveyor for completion of the Proposed Certificate of Elevation.
4. Submit Proposed Certificate of Elevation (not required for complete interior or renovation permits)
5. Submit Design Supervision Statement for plans prepared by a Professional of Record.
6. Submit Structural Design Statement for plans involving new and/or load bearing construction.
7. Submit Fire Marshal "Plan Review" and "Cautionary Codes" review letters.
8. Local Fire Dept. approval will be necessary prior to permit release.
9. Environmental approval for site, environmental approval for collection of grease/chemicals may be required.
10. Health Department approval may be required for educational uses, institutional uses, private treatment plants and food service and sales.
11. Department of Transportation and Development approval may be required when the property is located on a state or federal highway.
12. Rezoning by Planning Commission may be required if anticipated use is not allowed under existing zoning.
13. Planning Commission Conditional Use permit may be required.
14. Planning Commission Site Plan approval may be required for Planned Unit Developments (including Final Development Plan), Overlay District, and other projects over 30,000 sq. ft.
15. Subdivision Office approval may be required for traffic, drainage, and sewer review
16. A Traffic Impact Fee may be required for new developments or change of use.
17. A Louisiana licensed design professional's seal shall be required for all commercial structures with exception of the following. Renovations or alterations of any size that do not affect the structural integrity of the building and do not exceed a valuation of \$125,000.00. Changes in occupancy classification which do not exceed the gross floor areas listed. Assembly 2,650; Business 4,000; Educational 2,500; Factory/Industrial 5,000; Hazardous 1,500; Institutional 2,500; Mercantile 4,000; Storage 6,250 and Utility 5,000
18. Louisiana licensed Mechanical Engineer's seal is required when heating and air conditioning unit(s) are 10 tons or more.
19. Louisiana licensed Electrical Engineer's seal is required when the electrical service size is 600 amps or greater and for all 480-volt systems.